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U.S. DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

CAREERS

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U.S. DEPARTMENT OF THE INTERIOR
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ABOUT THE NATIONAL PARK SERVICE

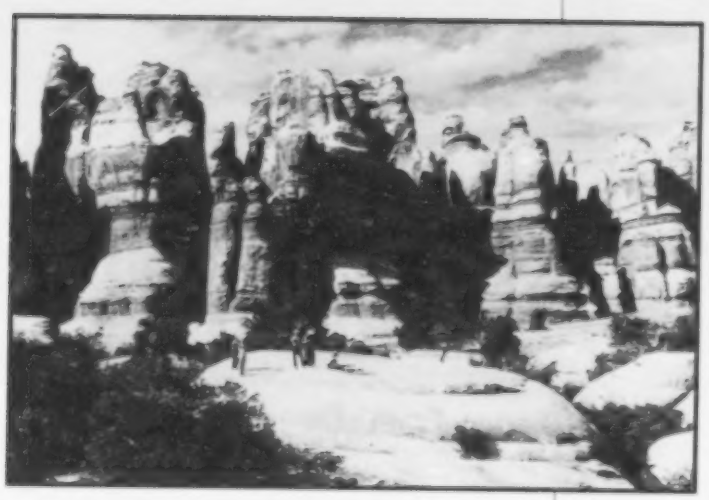
The National Park Service (NPS) is a Bureau of the U.S. Department of the Interior. Since its creation in 1916, it has been preserving, protecting and managing the natural, cultural, historical, and recreational areas of the National Park System. Presently, the Park System comprises 356 units and 80 million acres of land in 49 States, Puerto Rico, Guam, and the Virgin Islands.

Through a variety of programs, the Park Service has continued to meet its two primary goals: to conserve natural and cultural resources and to provide the public with recreation, inspiration, and educational experiences.

Many different types of areas make up the Park System. In addition to 50 national parks, the System contains national preserves, historic sites, battlefields, seashores and lakeshores, national rivers, parkways, and recreation areas. The System also contains over 135 national monuments, preserves, memorials and national recreation areas. The past decade has brought an increase in the number of Park System sites serving city populations.

The National Park System's vastness testifies to its diverse job opportunities. To continue to be many things to people from all walks of life, the Service needs employees with the skills, abilities, and knowledge to translate its goals within a contemporary context. We employ talented men and women who are well acquainted with urban life, as well as those who enjoy the wide open spaces.

In the sections that follow, we offer profiles of some specific career opportunities in the National Park Service. We invite you to read on and discover how your career interests may match our diverse employment needs.



HIGHLIGHTS

- The Service has approximately 13,200 permanent full-time positions. At peak employment during the summer season, total employment may reach 21,000. Total employment figures include permanent full-time, permanent less-than-full-time (part-time), and temporary employees.
- All positions are filled in accordance with Office of Personnel Management (Civil Service) regulations. Normally, a person seeking an initial appointment to a permanent position must acquire eligibility on an appropriate Office of Personnel Management (OPM) register.
- Although you will be considered without regard to race, color, religion, age, sex, national origin, political affiliation, or other nonmerit factors, you must be a United States citizen. For certain jobs there may be age and physical qualifications. Generally, one must be 18 years old (some positions require age 21).
- The Park Service maintains a headquarters office in Washington, D.C., 10 Regional Offices which are located in Boston, Philadelphia, Washington, D.C., Atlanta, Omaha, Denver, Santa Fe, San Francisco, Anchorage and Seattle, an interpretive design center in Harpers Ferry, WV, and a service center in Denver for park design and construction of facilities.
- Park staffs range in size from 7 employees in the smallest area to 630 in Yellowstone at peak season.
- Competition for jobs is keen. One must be very well qualified to be seriously considered, especially for permanent full-time positions.

EQUAL EMPLOYMENT OPPORTUNITY

The National Park Service offers an equal opportunity for all qualified applicants to be selected for jobs at all levels. We take seriously our goal to provide equal consideration regardless of race, religion, color, national origin, sex, physical handicap, age, political affiliation, or any other nonmerit factor.

The Equal Employment Opportunity (EEO) program is integral to our vigorous affirmative action in all hiring and promotional activities. The EEO staff in the headquarters office and the EEO Officers in each Regional Office ensure that all employees and applicants receive equal and fair treatment. To achieve a representational balance on all National Park Service unit staffs, each park develops an EEO program plan, and EEO staff members contribute to an annually revised Affirmative Action Program plan.

We encourage all interested and qualified persons to apply for positions with the National Park Service. We heartily believe that our emphasis on equal employment opportunity yields benefits for the agency, its employees, and its visitors.

PARK RANGER

Park Rangers perform a wide variety of duties in managing parks, historical sites, and recreational areas. Many wear a prescribed uniform.

DUTIES

Park Rangers supervise, manage and perform work in the conservation and use of resources in national parks and other Federally-managed areas. Park Rangers carry out various tasks associated with forest or structural fire control; protection of property; gathering and dissemination of natural, historical, or scientific information; development of interpretative material for the natural, historical, or cultural features of an area; demonstration of folk art and crafts; enforcement of laws and regulations; investigation of violations, complaints, trespass/encroachment, and accidents; search and rescue; and management of historical, cultural, and natural resources, such as wildlife, forests, lakeshores, seashores, historic buildings, battlefields, archeological properties, and recreation areas.

At the lower grades, they also operate campgrounds, including such tasks as assigning sites, replenishing firewood, performing safety inspections, providing information to visitors, and leading guided tours. Differences in the exact nature of duties depend on the grade of position, the site's size and specific needs.

LOCATION

Park Rangers work in urban, suburban, and rural areas. More than half of the Park Rangers work in areas east of the Mississippi River. Much of their work is performed outdoors, but often Rangers must work in offices, especially as they advance and assume more managerial responsibilities.

During their careers, most Rangers can expect to be assigned to several different parts of the country. While we try to take into account each employee's preferences, we do not guarantee that a Ranger will remain stationed in only one area.

TRAINING

The orientation and training a Ranger receives on the job is sometimes supplemented with formal training courses. Training for duties which are unique to the Park Service is available at the Horace M. Albright Training Center at Grand Canyon National Park, AZ, and the Stephen T. Mather Training Center at Harpers Ferry, WV. In addition, the Park Service makes use of the training facilities at the Federal Law Enforcement Training Center in Brunswick, GA. Performance is evaluated critically on a continuing basis and only those who prove completely satisfactory in every respect are retained in the park management career field.

CAREER POTENTIAL

Depending upon qualifications Park Rangers begin their service at various grades. From the entry, Rangers may move through the ranks to become District Rangers, Park Managers, and Staff Specialists in interpretation, resource management, park planning, and related areas. At upper levels, Rangers' responsibilities and independence increase as their influence covers more staff and area. Upper level managers in the Park Service are recruited primarily for their managerial capabilities. Competition exists for Park Ranger positions in all grade levels.

BASIC QUALIFICATIONS			
GRADE	EDUCATION OR EXPERIENCE		
		General	Specialized
GS-1	None	None	None
GS-2	High school graduation or equivalent	6 months	None
GS-3	1 year above high school with 6 semester hours of related course work	6 months	3 months
GS-4	2 years above high school with 12 semester hours of related course work	6 months	6 months
GS-5	4-year course of study above high school leading to a bachelor's degree with 24 semester hours of related course work	None	1 year at least equivalent to GS-4
GS-7	1 full academic year of graduate education related to the occupation or superior academic achievement	None	1 year at least equivalent to GS-5
GS-9	2 full academic years of graduate level education or master's or equivalent graduate degree related to the occupation	None	1 year at least equivalent to GS-7
GS-11	3 full academic years of graduate level education or Ph.D. or equivalent doctoral degree related to the occupation	None	1 year at least equivalent to GS-9
GS-12 & above	None	None	1 year at least equivalent to next lower grade level
Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are accepted.			

HOW TO APPLY

Applicants should contact the appropriate office having jurisdiction over the area of interest to inquire about vacant positions. An avenue of entry is provided through the Administrative Careers With America, an OPM program which provides applicants with the opportunity to compete through an examination for entry-level positions starting at the GS-5 and GS-7 level. Park Ranger positions come under Group VI, Law Enforcement and Investigation, in this program. Application procedures, and how they differ depending on your "status" and eligibility, are discussed further on page 14.

Undergraduate and Graduate Education: Major study - natural resource management, natural or earth sciences, history, archeology, anthropology, park and recreation management, law enforcement/police science, social or behavioral sciences, museum sciences, business or public administration, sociology, or other closely related subjects pertinent to the management and protection of natural and cultural resources, and deemed applicable to job performance.

General Experience: is administrative, professional, technical, investigative, or other responsible work which provided a familiarity with natural or cultural history, fish or wildlife habitat characteristics, techniques of resource protection and use, recreational use of public lands and facilities, enforcement of laws, rules, or regulations, fire prevention and suppression, or the practice of interpersonal relations skills in dealing with the general public. Pertinent work experience in substantive and relevant aspects of secretarial, clerical, or trades and crafts is also qualifying. Nonspecialized tasks and those of a routine nature, such as typing, filing, and maintaining records is not qualifying.

Specialized Experience: is work which demonstrated the knowledges, skills, and abilities necessary to perform successfully, the duties of the position to be filled. Experience may have been in technical, administrative, or scientific work, fish and wildlife management, recreation management, law enforcement, or other park-related work.

PARK POLICE

The primary duty of the U.S. Park Police is to protect lives. Police Officers are hired by our National Capital Region and are initially assigned to the metropolitan Washington, D.C., area, where most of the force operates. Police Officers may be assigned to areas in New York City or San Francisco and may be detailed to any part of the National Park System on a temporary basis, but men and women who are considering careers as Park Police should expect to work in a large urban area.

Park Police Officers preserve the peace; prevent, detect, and investigate accidents and crimes; aid citizens in emergency situations; arrest violators; and often provide crowd control at large public gatherings. A very specialized group within the law enforcement field, the Park Police force includes horse mounted, motorcycle, helicopter, and canine units, a special equipment and tactics team, and investigations and security details. Park Police wear an official uniform.

In spite of the fact that the Police Officers work irregular hours and are exposed to hazardous and stressful situations, the competition for these jobs is great, and examinations for these positions are not always open.

BASIC QUALIFICATIONS

Unless they are eligible for Federal transfer or reinstatement, applicants must pass a written test administered by the OPM Office in Washington, D.C. (see page 16). All applicants must be at least 21, but under 31 years old, have proportional height and weight, have good vision, possess or be able to obtain a valid driver's license, pass a physical examination prior to final selection, and undergo a personal background investigation.

The Park Police force looks for individuals who can exercise mature judgment in applying the law to a variety of situations. The abilities to learn and apply detailed and complex regulations and procedures, to communicate effectively, both orally and in writing, and to keep one's composure under pressure are indicators of successful job performance. Two years of progressively responsible experience demonstrating the types of knowledges, skills, and abilities just described, or the substitution of successfully completed education beyond high school at the rate of 1 year (30 credits) for every 1 year of experience, qualifies you for entry-level consideration.

Further information is available from our National Capital Region, listed on page 18.

GUARD

The uniformed guard force protects Federal property and buildings. Guards either may serve at fixed posts or patrol assigned areas to prevent and protect them from hazards of fire, theft, accident, damage, and trespass. Most guards are located in the National Capital Region, as a sub-unit of the Park Police, for which they work as permanent part-time employees. A few are located in other Regions and some have full-time positions. Duties require moderate to arduous physical exertion; irregular hours are common. Applicants must have emotional and mental stability and the physical fitness to discharge their assigned duties and responsibilities. A valid driver's license is required for some positions, but no written test is required.

BASIC QUALIFICATIONS

Depending on years of experience, guards can be hired at grade GS-3 (1 year), GS-4 (2 years), or GS-5 (3 years). This experience includes having protected lives or property, or maintained law and order in the Armed Forces, Coast Guard, or with private or Government protection agencies. Competition in examination of applicants entering Federal service is restricted to veterans who have established their preference, as long as there are any available to be hired. Refer to page 14 for the application procedure to follow, depending on your "status" and eligibility. For more information, contact the OPM Office having jurisdiction over the location where you wish to work (see page 16).

ADMINISTRATIVE CAREERS

The National Park Service is supported by managerial and financial administrative personnel working in varied jobs.

See page 14 for discussion of the correct application process to follow, depending on your "status" and eligibility. Many entry-level GS-5 and GS-7 positions are filled through the Administrative Careers With America Examinations. Other positions, GS-5 to GS-15, not covered under OPM-issued registers or list of eligibles, may be recruited for the NPS and some of these positions may be open to include non-status applicants. The procedures may vary depending on the type of position and personnel authorities. Please contact the desired NPS area office for specific details, see page 18.

ADMINISTRATIVE OFFICER, ADMINISTRATIVE ASSISTANT

Positions involving miscellaneous administrative duties are located in various parks and Regional Offices. These positions include duties in two or more of the following fields: personnel, budget, supply procurement, and property management. Entry levels are usually at GS-5 and GS-7.

PERSONNEL, BUDGET, PROCUREMENT, AND PROPERTY MANAGEMENT

Specialized positions in the personnel, budget, procurement, and property management fields are located in large parks, Regional Offices, and the Washington Office of the Park Service.

MANAGEMENT AND SYSTEMS ANALYSTS

Management and systems analysts seek to improve administration of the Park Service by applying the latest management techniques to problems of organization, communication, data processing, work methods, and similar functions. Most of these positions are located in the Washington Headquarters Office.

ACCOUNTANT

The majority of the NPS professional accounting positions are located in the Washington Office.

Some entry level GS-5 and GS-7 positions may be filled either based on the applicant having an OPM-issued Notice of Results or based on Agency Direct-Hire provisions, when authorized. There is no written test required.

CLERICAL AND SECRETARIAL

There is a continuing need for well-qualified and highly-competent Clerks, Messengers, Typists, Secretaries, and Stenographers to serve in almost every area of the Park Service. Entry levels for these positions are GS-2, GS-3, and GS-4.

If you need apply to OPM, the appropriate examinations are announced locally by the OPM; announcements can be obtained by contacting the OPM (see listing beginning on page 16). The examination includes a written test of verbal abilities and clerical aptitude and certification of proficiency.

DESIGN AND CONSTRUCTION

Most of the Engineers, Architects, Landscape Architects, Recreational Planners, and others performing related services are based in our planning and design facility, the Denver Service Center, located in Denver, CO. Occasionally, such positions are available in the Regional Offices and parks.

If you are applying for your first permanent position with the Federal Government, you may want to contact the OPM to learn the requirements regarding applying for specific career fields. The procedures do vary from position to position. Some positions may be applied for directly to the NPS, while others require the applicant to get on an OPM List of Eligibles and/or take and pass an examination.

MAINTENANCE, TRADE, & CRAFT POSITIONS

Individuals employed in the maintenance, trade, and craft fields fill a wide variety of positions throughout the entire Park System. Laborers, General Maintenance Workers, Janitors, Motor Vehicle Operators, Engineering Equipment Operators, Carpenters, Gardeners, Painters, Electricians, Plumbers, and persons with other skills are employed in some of the larger parks. Duties may include the maintenance of roads, trails, equipment, buildings, and grounds. Small parks may depend on one person who performs many of these duties.

We depend on maintenance, trade, and craft employees who possess skills at all levels. In urban areas, where preservation of historic structures is a primary function, craftsmanship may be emphasized. Although applicants must meet certain qualifications, which are described in the appropriate announcements available from the OPM, these are based on the kind(s) and level(s) of skill rather than on the number of years of experience. Pay varies, depending on the work location and the job classification. Employees are paid hourly wage rates, which are periodically adjusted to bring them into line with prevailing wages paid to employees doing similar work in private industry. Although positions for wage system employees generally do not involve relocation within the Service, supervisory-level employees and general foremen can and do move to other park areas throughout their careers.

See page 14 for the application procedure to follow, depending on your "status" and eligibility. If you need to apply to the OPM, you should first know the Park Service area(s) where you would like to work, since examination announcements are made by OPM on a local basis. Then, contact the Federal Job Information Center (FJIC) (see addresses on page 16) servicing the park area(s) concerning "open" announcements under which to apply. Usually, there is no written test.

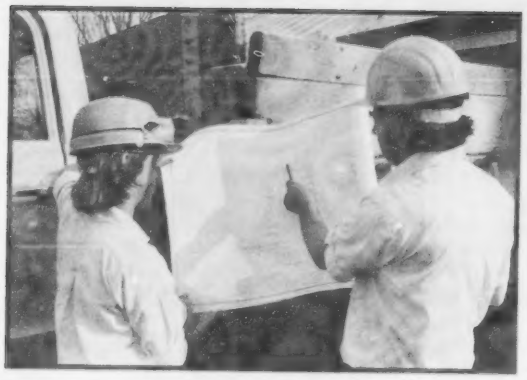
Note: Persons interested in worker-trainee positions at WG-1 or WG-2, which require no education or experience, should contact the National Park Service Regional Offices or parks for information on jobs available and how to apply. The Office of Personnel Management does not examine for these positions. Worker-trainee appointments are "temporary pending establishment of register;" however, they may be converted to career appointments after 3 years of qualifying service.

Persons eligible for Federal transfer or reinstatement should contact National Park Service Regional Offices to inquire about vacant positions (see page 18).

OTHER OPPORTUNITIES

The opportunities mentioned below are limited in number because of their more specialized natures and lower staff turnover rates. At grades GS-9 and above, these positions may require advanced academic degrees or substantial specialized work experience. Most of these positions are located in our Denver Service Center, the Harpers Ferry Center, Regional Offices, or the Washington Office.

Refer to page 14 for the application procedure to follow, depending on your "status" and eligibility. If you need to apply to the OPM, you must meet the qualifications stated in the OPM examination announcement appropriate for that position. Contact the OPM to inquire whether the announcement under which you want to apply is open (see listing beginning on page 16). Persons seeking Federal transfer or reinstatement should contact our Regional Offices to inquire about vacancies.



BIOLOGICAL SCIENCES

Many positions in the biological sciences are of a research nature. These positions usually are filled at grades higher than GS-5 or GS-7 and require advanced academic degrees or specialized work experience.

Most Wildlife and Fishery Biologists are employed by the U.S. Department of the Interior, Fish and Wildlife Service, Personnel Office, Washington, D.C. 20240. Fishery Biologists also are employed by the U.S. Department of Commerce, National Marine Fishery Service, Personnel Office, 1335 East West Highway, Silver Spring, MD 20910, ATTN: OA211FISH.

Professional Forester, Forestry Aid, and Forestry Technician positions in the National Park Service are few in number and established according to our forest management and forest protection needs. Persons with such backgrounds usually apply for Park Ranger positions.

The National Park Service has no positions classified as Forest Ranger. Forest Rangers work for the Forest Service, U.S. Department of Agriculture. For further information, write to the agency's Personnel Office, P.O. Box 2417, Washington, D.C. 20013.

PHYSICAL SCIENCES

A few positions are filled in such physical science areas as geology, hydrology, and cartography. When available, some of these positions require advanced academic degrees or work experience of a specialized nature.

Most Geologists in the Department of the Interior are employed in the Bureau of Reclamation, Bureau of Land Management, Bureau of Mines, and Geological Survey. The Bureau of Reclamation personnel address is: P.O. Box 25007, Denver, CO 80225 atten: D-7750. Contact with the Bureau of Land Management can be made by substituting their Bureau name in the address shown above for the Fish and Wildlife Service. The latter two addresses are: Bureau of Mines, 2401 E Street, N.W. (Columbia Plaza), Washington, D.C. 20241, and U.S. Geological Survey, 12201 Sunrise Valley Drive, Reston, VA 22092.

CULTURAL RESOURCES

Persons with backgrounds in archeology and history, and to a lesser degree, sociology, geography, and anthropology, conduct programs concerned with the Park System's cultural resources.

Many of these staff positions are located in the Denver Service Center, Regional Offices, and some related sites.

LAND ACQUISITION

Persons with backgrounds in land acquisition, land appraisal, and other realty specializations work closely with analysts and administrators in the Washington Office, and in some parks and Regional Offices. A few positions may be filled at GS-5 or GS-7; others usually are available at the mid-levels.

MUSEUM STAFF

The Park Service has a limited number of museum professionals involved in exhibit design, collection management and museum education. Most design work is conducted at the Harpers Ferry Center where plans and designs for wayside exhibits and visitor center exhibit rooms are created. Some collection management curatorial positions are also stationed at Harpers Ferry but most are working in parks caring for the site collections of natural history, archeological, historical or ethnographic museum objects. A very limited number of Museum Specialists are working in several locations performing technical conservation work on museum objects. While restricted in number, the museum jobs in the Park Service are exciting and rewarding, because few institutions have such a varied collection of objects or such a wide ranging array of themes to interpret to the public.

WRITER-EDITOR AND PUBLIC INFORMATION SPECIALIST

A few positions directly involved in our publications and informational programs are needed in the Washington Headquarters Office, Regional Offices, and a few park areas. Persons with English, journalism, and communications backgrounds are considered.

CONCESSIONS SPECIALIST

Applicants need backgrounds in hotel and restaurant management and Government contract compliance to evaluate and monitor restaurants and other concessions operated by private contractors in the National Park Service. A few positions may be filled at GS-5 or GS-7; others usually are available at the mid-levels and are located in the Washington Office, in some parks, and in the Regional Offices.

We receive many inquiries regarding such positions as Oceanographer, Pilot, and Photographer. Persons with such skills or training, in addition to other qualifications, sometimes are needed for certain positions. Secondary skills in oceanography, piloting or photography occasionally may be desired for Park Ranger or related park management or park operations positions. Whether or not these skills are needed will depend upon the specific duties and the job location; see pages 4 to 6 for discussion of Park Ranger and related positions.

Photographic skills are needed for certain audiovisual positions, most of which are located in our Interpretive Center in Harpers Ferry, WV. The Center's staff is quite small and vacant positions do not occur often.

Occasionally, Paralegal Specialist positions are available in the National Park Service. These positions are usually filled at the mid- or senior-levels; a few may be filled at GS-5 and GS-7.

We have no positions classified as Attorney; attorney positions in the Department of Interior are located in the Solicitor's Office. Persons with bar membership should contact the Agency personnel office they desire to work for and follow their procedures.

We receive many inquiries regarding Chaplain or Minister positions. Although the National Park Service does not have positions classified as such, there is a privately-sponsored ministry program in the national parks. This program is coordinated by the Director, Christian Ministry in the National Parks, 222 1/2 East 49th Street, New York, N.Y. 10017. The Christian Ministry's phone number is (212) 758-3450.

SEASONAL EMPLOYMENT

The National Park Service hires employees on a seasonal basis as described in our Seasonal Employment brochure. To obtain a copy of this brochure, contact any of our Regional Offices or the Seasonal Employment Unit in the Washington, D.C., Office (see page 18).

VOLUNTEERS IN PARKS

The Volunteers in Parks (VIP) program offers interested persons the opportunity to volunteer their time and abilities in contributing to park programs. Copies of the VIP brochure and application form are available from any of our Regional Offices (see page 18).

Veterans and individuals with "handicapping" conditions are eligible for additional consideration and assistance in obtaining Federal employment. Under certain circumstances, they may be hired without competition on civil service examinations.

SELECTIVE PLACEMENT PROGRAM

Many physically handicapped individuals, some mentally retarded individuals, and the vast majority of mentally restored individuals find Federal employment through the normal competitive procedures in the same manner as those who are nonhandicapped. Others, however, cannot be assessed fairly and accurately by using the usual examination procedures. To meet the needs of qualified severely handicapped, mentally retarded, or mentally restored applicants, the National Park Service actively utilizes several special appointment authorities approved by the OPM. These techniques are used to provide eligible individuals with both temporary "trial" appointments and continuing employment in specific positions which match job tasks and work environment to accommodate their disabilities.

We encourage you to contact one of our Selective Placement Coordinators in any of our Regional Personnel Offices to obtain information on the opportunities available for handicapped individuals (see page 18).

VETERANS READJUSTMENT APPOINTMENT (VRA)

Who is eligible: Veterans discharged with other than a dishonorable discharge and who are U.S. citizens who either (a) served during the Vietnam era and have a service-connected disability; (b) served during the Vietnam era in a campaign or expedition for which a campaign badge has been authorized; or (c) served on active duty after the Vietnam era, (August 5, 1964, to May 7, 1975). Nondisabled veterans may have completed no more than 16 years of education; however, the 16-year education restriction is waived for compensably disabled veterans and veterans discharged because of service-connected disabilities.

Qualifications Required: For jobs at grades GS-1, GS-2, or GS-3, military service is usually qualifying if the employing office determines that the veteran can do the required work. However, at higher grade levels, the veteran must meet the minimum qualification standards, including passing a written test if required.

Training Program: The veteran and the employing office will work out a training or educational program designed around the veteran's interest, the agency's needs, and the training or educational facilities available in the area. After 2 years, upon satisfac-

tory completion of the training and satisfactory job performance, the veteran's appointment is converted to career or career-conditional.

We encourage you to contact a Personnel Staffing Specialist in any of our Regional Personnel Offices for more specific information on the VRA (see page 18).

VETERAN PREFERENCE

For honorably separated veterans whose active duty lasted more than 180 days and began before October 5, 1976 (and in some cases, spouses and mothers of veterans), Veteran Preference adds 5 or 10 points to their eligibility scores on civil service registers. Since this score determines the order of individual names on an OPM register, Veteran Preference increases the chances of being certified. If anyone eligible for Veteran Preference is listed on a certificate issued to an agency, the agency may not pass over the veteran to hire a nonveteran unless the OPM finds the passover justifiable.

Veterans can get more detailed information and pamphlets explaining these and other benefits from the FJIC in their area (see page 16).

Note: The Park Service provides neither training nor financial aid to prospective employees. However, for information on scholarships and financial aid, you may obtain the publications entitled "On Your Own, A Guide to Private Sources" and "Federal Student Aide Fact Sheet" both from the Department of Education, 400 Maryland Ave. S.W., Washington, D.C. 20202.

The Park Service does not recommend one educational institution above another in order to qualify for any position. For those cases in which education may be substituted for experience, the education can be acquired in any accredited college or university. Courses taken through nonaccredited sources are acceptable if you can show that the state university where the nonaccredited institution is located will accept college credit for the coursework. Some publications to consult or obtain are: "Comparative Guide to American Colleges and Universities," "Lovejoy's Career and Vocational School Guide" (in libraries and for sale commercially), "The Directory of Professional Preparation Programs in Recreation, Parks and Related Areas" (which lists about 300 colleges and universities offering such degrees), and the "Curriculum Catalogue" (both obtainable from the National Recreation and Park Association Book Center, 3101 Park Center Drive, Alexandria, VA 22302).

BENEFITS

For detailed information on Federal Government Employee benefits, including annual and sick leave, retirement, life insurance, and health benefits, please obtain from the OPM any of its brochures in the "Fed Facts" publication series. See page 16 on how to contact the OPM offices. These publications also are available from most large Federal Agency Personnel Offices.

TRAINING

To supplement on-the-job development, several formal training programs serve the needs of National Park Service employees. Two training centers, the Horace M. Albright Training Center at Grand Canyon National Park, AZ, and the Stephen T. Mather Training Center at Harpers Ferry, WV, offer facilities and resources for training. These centers are for inservice use; with few exceptions, courses are not open to the general public.

Employees may take advantage of certain training opportunities outside the Service at Government expense, including full-time graduate level college work at selected universities. In most cases, the course work may be started only after a person has been employed at least 1 year, and only when the schooling is directly applicable to the employee's duties.

Federal agencies fill jobs in several ways. They can promote an employee; hire an employee who wants to transfer from another agency; reinstate a former Federal employee; they can request the names of applicants from an OPM register; or obtain direct hire authority from OPM.

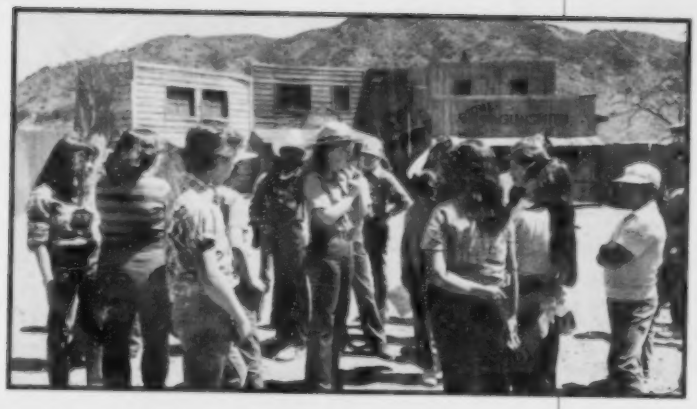
COMPETITIVE APPLICATION

If you are pursuing your first Federal Government position, a good starting place is your local OPM, where they will explain what is available and how to apply. The procedures do vary from position to position. Some positions may be applied for directly to the NPS, while others require the applicant to get on an OPM List of Eligibles and/or take and pass an examination.

Your best source of information about a job is the examination announcement covering that job. An announcement explains the jobs covered by the examination, what they pay, what experience or education is necessary to qualify, and how to apply. Depending on your experience, education, and interest, you can either decide which announcement covers the job you want, or ask an Information Specialist at a nearby FJIC. These OPM addresses and phone numbers are listed beginning on page 16.

A written description of your experience and education is needed to apply for any job. The form usually used for this is the Standard Form 171. Supplemental forms are sometimes required also. In some cases, a written test is necessary.

The OPM will "announce" the opportunity to apply for jobs when a Federal agency has a need to find people to fill them. This is why some announcements are open for stated periods of time. If the examination for which you want to apply is closed, you will need to wait until it opens once again before you can file an application (unless you are a compensably disabled veteran). The FJIC(s) in the geographical area(s) in which you wish to work can provide information on open and closed announcements. NOTE: Applications will be accepted only for the specific positions, grade levels and work locations listed in the announcement. Unsolicited applications will not be rated or returned.



Once the OPM has received, reviewed, and processed your written application they will mail you a "Notice of Results." This identifies the job(s) and grade level(s) for which you qualify, your written test scores, if any, the geographic areas where you have eligibility, and how long your name will remain on the register(s) for referral. If you do not keep your eligibility current, your name will be removed from the register(s).

Because hiring needs vary from time to time and from one location to another, you might be able to apply in one location for a particular job and be unable to apply for the same kind of work in another location. This is why it is important to check with the FJIC(s) servicing the area(s) where you want to work.

HOW JOBS ARE FILLED

When a park unit, a Regional Office, or the Washington Office has a vacancy to fill, we may ask the OPM for a list of eligibles (certificate) from the appropriate register. The OPM, in turn, certifies the best qualified candidates and forwards these names and applications to us. Job selection follows the "rule of three," meaning that we can select one of the top three available individuals on the certificate, provided we do not pass over a veteran to select a lower ranking nonveteran.

ADMINISTRATIVE CAREERS WITH AMERICA

The Federal Government's program Administrative Careers With America, offers the chance to compete for one of the thousands of entry-level jobs that exist throughout the Government. Entry-level positions start at grade levels GS-5 and GS-7. About 100 different types of occupations are filled through this program, using one of two options: a written examination; or an application based on scholastic achievement, reflected by the applicant's grade point average (GPA). The written exams are offered in six different occupational groups, the Park Ranger comes under Group VI, Law Enforcement and Investigation. The applicant may take any of the written examinations. Based on the exam rating, the applicant's name will be placed on a list of eligible applicants and referred to Federal agencies upon request.

Another option is that an applicant can be hired directly by a Federal agency, which has a vacancy, based on GPA/scholastic record without having to take an exam. To qualify the applicant must be a college graduate with a GPA of 3.5 or higher, based on a 4.0 scale, for all completed undergraduate course work; or have graduated in the upper 10 percent of their class. Also there are several other entry-level positions under the Administrative Careers With America program that do not require a written test, but do require the completion of specific college course work. Such positions include: archeology, archivist, community planning, economics, education and training, foreign affairs, anthropology, geography, history, international relations, manpower research and analysis, museum management (curator), psychology, social science, and sociology. Applications for these non-test positions can be submitted to a local OPM Area Office only after the Area Office announces there are vacancies to fill.

Call the Career America College 24-hour Hotline at 1-900-990-9200 to obtain current employment and career information, application forms and materials relating to the program. (There is a nominal charge for the call.) In Alaska, call (912) 471-3755/56.

OPM CASE DELEGATED CASE EXAMINING

For GS-2 and above positions not covered under the Administrative Careers With America program, and for which OPM does not maintain a register, applicants without Federal Government status may apply directly to any agency which has a position open to non-status applicants. The agency will forward all qualified non-status candidate SF-171's to OPM. OPM will rate and rank the applications and issue a list of eligibles to the agency. A selection may be made from that list or from other valid sources. (OPM does not issue notices of results to the candidates, under this process.) Agencies may first attempt to staff their jobs with qualified Federal employees who are affected by reduction-in-force or reorganizations and with other Federal employees who apply for these positions under agency merit promotion programs. When outside hiring is required, agencies may request authorization from OPM to recruit and make selections from among persons who apply directly to them.

TRANSFER AND REINSTATEMENT

If you are eligible for Federal transfer or reinstatement, contact a National Park Service Regional Personnel Office serving the area(s) where you wish to work. Indicate your interest, and inquire about positions that are open for which you would qualify (see page 18). Generally, when there is a vacancy, it will be filled under a specific vacancy announcement.

Applicants must either be a U.S. citizen or one who owes permanent allegiance to the United States.

Salaries for employees of the Federal Government change periodically. Current salary information is available from the personnel office of any Federal Government agency or the OPM.

FEDERAL JOB INFORMATION

The Office of Personnel Management offers Federal employment information through a nationwide network of Federal Job Information Centers.

For answers to your questions about Federal employment, you can visit, write, or call the nearest FJIC. The local addresses and telephone numbers are listed below and can be found in the telephone directory under U.S. Government.

The OPM invites you to call and talk with one of its Information Specialists before writing a letter or filling out a job application. Information Specialists can mail you job announcements, application forms, and pamphlets. A call can save you valuable time and effort. FJIC's are normally open Monday through Friday, except holidays.

OFFICES OF PERSONNEL MANAGEMENT FEDERAL JOB INFORMATION/TESTING OFFICES

Contact the Federal Job Information/Testing Office which is nearest the location where you would like to work for information on job opportunities in that area and the forms needed to apply.

ALABAMA
Huntsville:
Building 600, Suite 341
3322 Memorial Parkway, South
35801-5311
(205) 544-5802

ALASKA
Anchorage:
Federal Building, Box 22
222 W. 7th Ave., 99513
(907) 271-5821

ARIZONA
Phoenix:
3225 N. Central Ave., Rm. 1415, 85012
(602) 640-5800

ARKANSAS
(See Oklahoma listing)

CALIFORNIA
Los Angeles:
Linder Building, 3rd Floor
845 S. Figueroa, 90017
(213) 894-3360
Sacramento:
1029 J St., 2nd Floor, 95814
(916) 551-1464
San Diego:
Federal Building, Room 4-S-9
880 Front St., 92188
(619) 557-6165
San Francisco:
P.O. Box 7405, 94120
(Located at 211 Main St., 2nd Floor, Room 235)
(415) 744-5627

COLORADO
Denver:
P.O. Box 25167, 80225
(Located at 12345 W. Alameda Parkway, Lakewood CO)
(303) 969-7050
For Job Information (24 hours a day) in the following states dial:
Montana: (303) 969-7052
Utah: (303) 969-7053
Wyoming: (303) 969-7054
For forms and local supplements, dial: (303) 969-7055

CONNECTICUT
Hartford:
Federal Building, Room 613
450 Main St., 06103
(203) 240-3263 or 3096

DELAWARE
(See Philadelphia, PA listing)

DISTRICT OF COLUMBIA
Metro Area:
1900 E Street, N.W.
Room 1416, 20415
(202) 606-2700

FLORIDA
Orlando:
Commodore Building, Suite 150
3444 McCrory Pl., 32803-3701
(407) 648-6148

GEORGIA
Atlanta:
Richard B. Russell Federal Bldg., Room 940
75 Spring St., S.W. 30303
(404) 331-4315

GUAM
Agana:
Pacific Daily News Building
238 O'Hara St., Room 902, 96910
0-11-(671)-472-7451

HAWAII
Honolulu:
(and other Hawaiian Islands and Overseas)
Federal Building, Room 5316
300 Ala Moana Blvd., 96850
(808) 541-2791
Overseas jobs (808) 541-2784

IDAHO
(See Washington listing)

ILLINOIS
Chicago:
175 W. Jackson Blvd., Room 530, 60604
(312) 353-6192
(For Madison and St. Clair Counties, see St. Louis, MO listing)

INDIANA
Indianapolis:
Minton-Capehart Federal Building
575 N. Pennsylvania St., 46204
(317) 226-7161
(For Clark, Dearborn, and Floyd Counties, see Ohio listing)

IOWA
(816) 426-7757
(For Scott County, see Illinois listing; for Pottawatamie County, see Kansas listing)

KANSAS
Wichita:
One-Twenty Building, Room 101
120 S. Market St., 67202
(316) 269-6796
(For Johnson, Leavenworth and Wyandotte Counties dial (816) 426-5702)

KENTUCKY
(see Ohio listing; for Henderson County, see Indiana listing)

LOUISIANA
New Orleans:
1515 Poydras Street, Suite 608, 70112
(504) 589-2764

MAINE
(See New Hampshire listing)

MARYLAND
Baltimore:
Garmatz Federal Building
101 W. Lombard Street, 21201
(301) 962-3822

MASSACHUSETTS
Boston:
Thomas P. O'Neill Federal Building
10 Causeway St., 02222-1031
(617) 565-5900

MICHIGAN
Detroit:
477 Michigan Ave., Room 565, 48226
(313) 226-6950

MINNESOTA
Twin Cities:
Federal Building, Room 501
Fort Snelling, Twin Cities 55111
(612) 725-3430

MISSISSIPPI
(See Alabama listing)

MISSOURI
Kansas City:
Federal Building, Room 134
601 E. 12th St., 64106
(816) 426-5702
(For Counties west of and including Mercer, Grundy, Livingston, Carroll, Saline, Pettis, Benton, Hickory, Dallas, Webster, Douglas, and Ozark)
St. Louis:
400 Old Post Office Bldg.
815 Olive St., 63101
(314) 539-2285
(For all other Missouri Counties not listed under Kansas City above)

MONTANA
(See Colorado listing)

NEBRASKA
(See Kansas listing)

NEVADA
(See Sacramento, California listing)

NEW HAMPSHIRE
Portsmouth:
Thomas J. McIntyre Federal Building
Room 104, 80 Daniel Street, 03801-3879
(603) 431-7115

NEW JERSEY
Newark:
Peter W. Rodino, Jr., Federal Building
970 Broad Street, 07102
(201) 645-3673
Camden:
(215) 597-7440

NEW MEXICO
Albuquerque:
Federal Building
421 Gold Avenue, S.W., 87102
(505) 766-5583

NEW YORK
New York City:
Jacob K. Javits Federal Building
26 Federal Plaza, 10278
(212) 264-0422
Syracuse:
James M. Hanley Federal Building
100 S. Clinton St., 13260
(315) 423-5660

NORTH CAROLINA
Raleigh:
4505 Falls of the Neuse Rd., Suite 445
P.O. Box 25069, 27611-5069
(919) 856-4361

NORTH DAKOTA
(See Minnesota listing)

OHIO
Dayton:
Federal Building, Room 506
200 W. 2nd Street, 45402
(513) 225-2720
(For Van Wort, Auglaize, Hardin, Marion, Crawford, Richard, Ashland, Wayne, Stark, Carroll, Columbiana Counties and all Counties north of these see Michigan listing)

OKLAHOMA
Oklahoma City:
(Mail or phone only)
200 N.W. Fifth St., 2nd Floor, 73102
(405) 231-5208

OREGON
Portland:
Federal Building, Room 376
1220 S.W. Third St., 97204
(503) 326-3141 or 3304

PENNSYLVANIA
Harrisburg:
Federal Building, Room 168
P.O. Box 761, 17108
(717) 782-4494
Philadelphia:
Wm. J. Green, Jr. Federal Building
600 Arch St., Room 1416, 19106
(215) 597-7440
Pittsburgh:
Federal Building
1000 Liberty Ave., Room 119, 15222
(412) 644-2755

PUERTO RICO
San Juan:
Federico Degetau Federal Building
Carlos E. Chardon St.
Hato Rey, P.R. 00918
(809) 766-5242

RHODE ISLAND
Providence:
John O. Pastore Federal Building
Room 310, Kennedy Plaza, 02903
(401) 528-5251

SOUTH CAROLINA
(See Raleigh, NC listing)

SOUTH DAKOTA
(See Minnesota listing)

TENNESSEE
Memphis:
200 Jefferson Avenue
Suite 1312, 38103-2335
(901) 544-3956

TEXAS
Dallas:
(mail or phone only)
1100 Commerce St., Room 6B12, 75242
(214) 767-8035
Houston:
(713) 226-2375
San Antonio:
8610 Broadway, Room 305, 78217
(512) 229-6600 or 6611

UTAH
(See Colorado listing)

VERMONT
(See New Hampshire listing)

VIRGINIA
Norfolk:
Federal Building, Room 500
200 Granby Mall, 23510-1886
(804) 441-3355

WASHINGTON
Seattle:
Federal Building
915 Second Ave., 98174
(206) 442-4365

WEST VIRGINIA
(513) 225-2866
(See Ohio listing)

WISCONSIN
(Residents in Counties of Grant, Iowa, Lafayette, Dane, Green, Rock, Jefferson, Walworth, Waukesha, Racine, Kenosha and Milwaukee) Call (312) 353-6189
(All other Wisconsin Counties not listed above see Minnesota listing)

WYOMING
(See Colorado listing)

NATIONAL PARK SERVICE

Regional Offices, Washington Office, and Service Centers

NORTH ATLANTIC REGION
15 State Street
doston, Massachusetts 02109
(617) 223-5101
(617) 223-5018 EEO Office
(Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, New Jersey)

MID-ATLANTIC REGION
143 South Third Street
Philadelphia, Pennsylvania 19106
(215) 597-7074
(215) 597-3259 EEO Office
(Pennsylvania, Maryland, West Virginia, Delaware, Virginia)

NATIONAL CAPITAL REGION
1100 Ohio Drive, S.W.
Washington, D.C. 20242
(202) 619-7256
(202) 619-7020 EEO Office
(District of Columbia and nearby Maryland, Virginia, West Virginia)

SOUTHEAST REGION
75 Spring Street, S.W., Suite 1130
Atlanta, Georgia 30303
(404) 331-5714
(404) 331-4985 EEO Office
(Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, Virgin Islands)

MIDWEST REGION
1709 Jackson Street
Omaha, Nebraska 68102
(402) 221-3456
(402) 221-3497 EEO Office
(Ohio, Indiana, Michigan, Wisconsin, Illinois, Minnesota, Iowa, Missouri, Nebraska, Kansas)

ROCKY MOUNTAIN REGION
12795 West Alameda Pkwy
P.O. Box 25287
Denver, Colorado 80225-0287
(303)969-2777
(303) 969-2510 EEO Office
(Montana, North Dakota, South Dakota, Wyoming, Utah, Colorado, Arizona)

DENVER SERVICE CENTER
(Architect/Engineer Office for NPS)
12795 West Alameda Parkway
P.O. Box 25287
Denver, Colorado 80225-0287
(303) 969-2542
(303) 969-2510 EEO Office

SOUTHWEST REGION
P.O. Box 728
Santa Fe, New Mexico 87504-0728
(505) 988-6641
(505) 988-6676 EEO Office
(Arkansas, Louisiana, New Mexico, Oklahoma, Texas, Arizona)

WESTERN REGION
600 Harrison Street, Suite 600
San Francisco, California 94107-1372
(415) 744-3888
(415) 744-3952 EEO Office
(Arizona, California, Nevada, Hawaii)

PACIFIC NORTHWEST REGION
83 South King Street, Suite 212
Seattle, Washington 98104
(206) 553-4409
(206) 553-0863 EEO Office
(Idaho, Oregon, Washington)

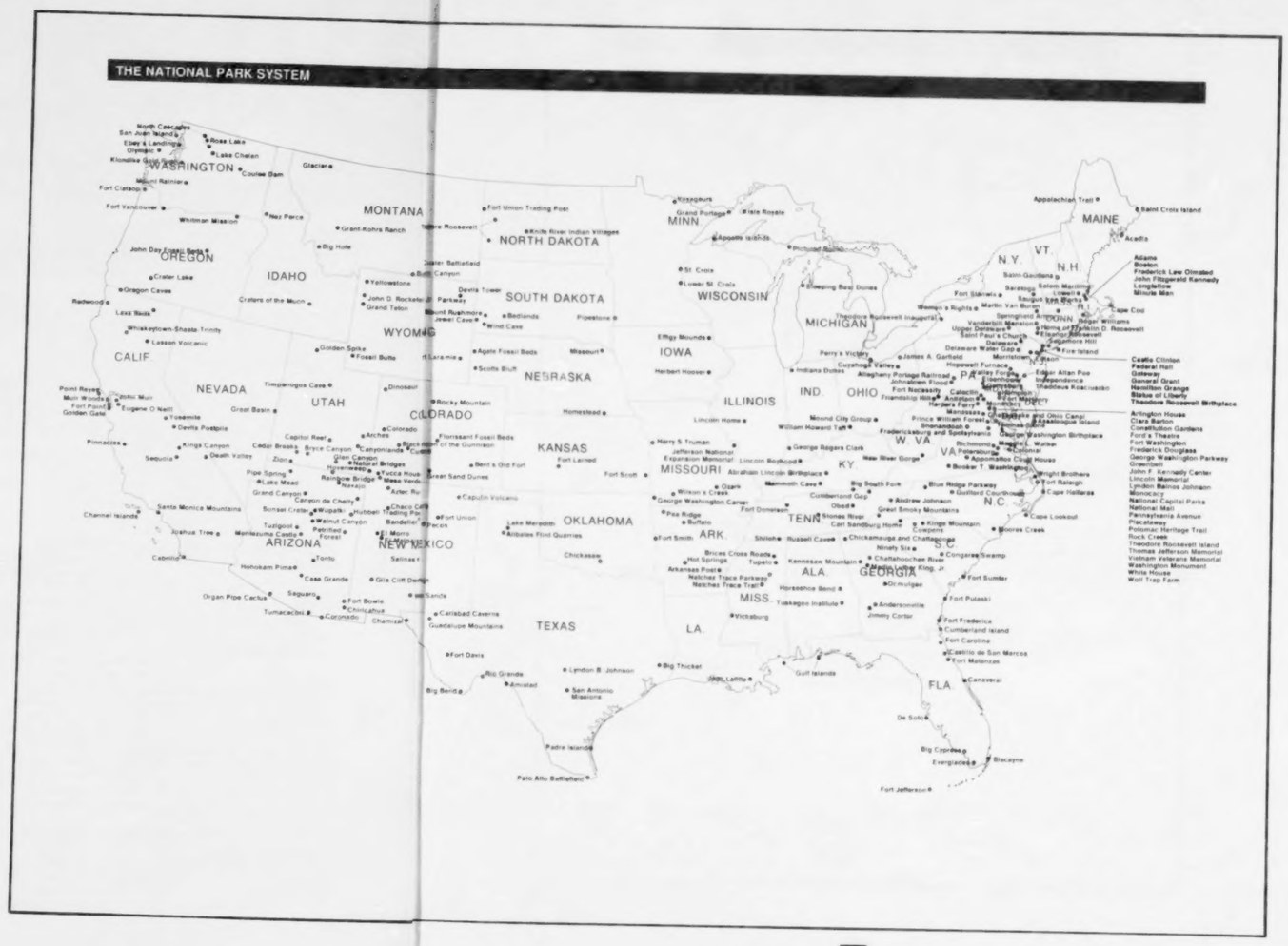
ALASKA REGION
2525 Gambell St., Room 107
Anchorage, Alaska 99503
(907) 257-2575
(907) 271-2625 EEO Office
(Alaska)

WASHINGTON OFFICE
National Park Service
MAIN Interior Building, Room 2328
P.O. Box 37127
Washington, D.C. 20013-7127
(202) 208-4648
(202) 208-6738 EEO Office

HARPERS FERRY CENTER
National Park Service
Harpers Ferry, West Virginia 25425
(304) 535-6489
(304) 535-6089 EEO Office

WASHINGTON OFFICE
National Park Service
Main Interior Building, Room 2328
P.O. Box 37127
Washington, D.C. 20013-7127
(202) 208-4648
(202) 208-6738 EEO Office

THE NATIONAL PARK SYSTEM



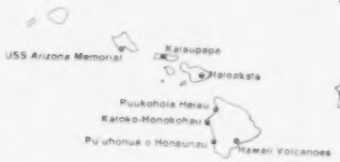
THE NATIONAL PARK SYSTEM

Alaska

Seven national park areas in Alaska have adjoining national preserves, counted as separate units of the National Park System. They are: Aniakchak, Denali, Gates of the Arctic, Glacier Bay, Katmai, Lake Clark, and Wrangell-St. Elias.

Guam

Hawaii



Puerto Rico and the Virgin Islands

UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
P.O. BOX 37127
WASHINGTON, D.C. 20013-7127

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE $300.00